

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0806745
POSITION NO: 242441
CLASS CODE: 1364

Date Posted: 07/02/12
Closing Date: 07/16/12

POSITION TITLE: OFFICE ASSISTANT
DEPARTMENT NAME: DODE/Office of Youth Development
DEPARTMENT NO: 80 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A
Days: Monday - Friday Permanent: ☒
Hours: 8:00am to 5:00pm Temporary: ☐ Duration: _____ \$ 19,136.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Assist the front office by greeting public/clients and refer them to appropriate staff members, receive and direct telephone calls, transfer to the appropriate staff member, and take and distribute messages while maintaining accuracy, clarity and confidentiality. Answer basic queries made by the public/clients pertaining to the services provided by the office. Monitor, prepare, and distribute all general correspondence, incoming and outgoing mail including bulk mail. Accept and sign for packages on behalf of the program. Record and distribute personnel and vendor checks. Update and maintain directory and mailing lists. Maintain program records and ensure the proper filing of correspondences, documents, and pertinent documents. Maintain program reports, documents, log sheets, indexes, and statistics. Retrieves material from files upon request; Faxing, scanning, and copying of documents; Maintain office filing and storage systems. Receive, review, and verify for accuracy and completeness of all incoming and outgoing youth employee Personnel Action Forms. Process all accurate and complete youth employee Personnel Action Forms by entering youth information into the system and ensure compliance with the established policies and procedures for employment processing. Create and maintain youth employee files. Receive and respond to inquiries regarding the status of youth personnel actions. Verify and submit backpays of youth employees. Prepare and submit statistical youth employment information. Maintain confidentiality of youth employee records and information. Assist staff with administrative duties such as coordinating travel and lodging accommodations for staff, with typing of necessary documents, reports, correspondence, labels, and forms, process documents or forms as instructed, enters complex data, organizing appointments, meetings and conferences, event planning and implementation, and compile statistical information as requested. Assist staff with financial inquiries on the FMIS, make routine calculations and checking information for accuracy. Assist staff with financial documents such as purchase requisitions, purchase orders, interdepartmental charge requisitions, travel authorization, etc. on behalf of the program and/or staff. Assist staff as requested, provide administrative services upon request, and perform related duties as assigned. Maintain lobby and front desk area keeping it clean and free from clutter. Perform work errands such as going to the post office, vendors, and other tribal offices. Ensure knowledge of staff movements in and out of the office and perform general administrative and clerical support for the staff. Develop and maintain inventory system. Order, monitor and maintain office supplies and inventory. Ensure office equipment is properly maintained and serviced.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED and;

PREFERRED: at least 20 college/vocational/technical credit hours in the clerical field.

Experience:

One (1) year of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures.

Knowledge of the following - Microsoft Office Professional software applications (Word, Excel, etc); scanning, processing and storage of files in hardcopy and data. Skill in the following - preparing a variety of clear and comprehensive records, reports, and correspondence using computer software; maintaining filing and records; in following oral and written instructions; in operating office equipment and computer programs; in English composition, grammar and punctuation; and in establishing and maintaining effective working relationships.

License/Certification Requirements:

PREFERRED: Must be FMIS certified. Must have a Valid State Driver's License and within employment 90 days of employment obtain a Navajo Nation Vehicle Operator's Permit. Position involve working with children ages 5 to 18 years of age and handling of financial documents and transactions, therefore a full background check is required.

VETERANS' PREFERENCE APPLIES

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE
NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 1-15-99